

*NOTE: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion and action. Details of this meeting may be viewed by accessing the online Vimeo at: <https://vimeo.com/album/255898/video/235030801>
Materials presented at the board meeting may be viewed at:
<https://public.timberlane.net/sau/trsb/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsau%2ftrsb%2fShared%20Documents%2fSCHOOL%20BOARD%20MEETING%20AGENDA%20MATERIALS%2f2017%2d18%2f09%2021%202017&FolderCTID=&View=%7b8B0F59BE%2dD93D%2d4E49%2d9509%2dA6F7531FCCAB%7d>*

TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

Regular Board Meeting
September 21, 2017
7:30PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order (00:00:18)

Chairman Boyle opened this September 7, 2017 Timberlane Regional School Board meeting at 7:30pm with the roll call followed by the Pledge of Allegiance led by student representative Bryan Lavoie.

Board Members Present

Peter Bealo, Brian Boyle, Stefanie Dube (7:42pm), Kimberly Farah, Donna Green, Dan Guide, Susan Sherman, Gregory Spero, and Kelly Ward.

Seated at the Board Table

Dr. Earl Metzler, Superintendent
Bryan Lavoie, Student Representative

Administrators Present (con't)

Christi Michaud, Director of Data, Assessment and
Accountability
Mark Pedersen, Academic Dean of Science
Heather Roy, Asst Principal at TRHS
Mary Widman, Asst Principal at TRHS
Don Woodworth, Principal at TRHS

Administrators Present

Barry Chooljian, Director of Guidance
Atty. Geoff Dowd, Business Administrator
Tom Geary III, Business Operations Coordinator

Others Present

Ryan Richman, Timberlane Teachers' Association President

Chairman Boyle deferred the approval of board meeting minutes until later in the evening.

Delegates and Individuals

Student representative Bryan Lavoie reported on grade 6 and 9 team building field trips, the Athletic Hall of Fame induction ceremony, spirit week, and read a message from class officers.

CURRENT BUSINESS

DONATION (00:04:10)

Dr. Metzler presented a donation from Ward Fabrication for materials and labor to install a metal roof hatch in the new observation platform at the middle school. Total value of \$1,614.25.

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| MOTION: | Mr. Guide motioned to accept the donation valued at \$1,614.25 from Ward Fabrication; seconded by Mr. Spero. The motion passed 6-1-1 (Mrs. Green opposed and Mr. Ward abstained). |
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TRHS BEHAVIOR ACTION PLAN (00:05:55)

Don Woodworth, Heather Roy, Ben Morse, and Meghan Guanci presented a student behavior action plan that was requested by the board as evidence of action being taken to address student discipline concerns made by TTA representation at an earlier meeting. The presentation included goals, levels of support, action steps to monitor student movement in the building, the positive effects of block scheduling, professional learning opportunities for staff, and collaboration with faculty and staff.

Mrs. Dube entered the meeting at 7:42pm.

Mrs. Guanci and Mr. Morse provided personal testimony which highlighted the positive start to the new school year, the reduced level of student traffic in hallways due to block schedule, the improved school culture, less stress of a block schedule, and the no bells program. At the inquiry of the board, Mr. Richman indicated the testimony from teachers Guanci and Morse was representative of the feedback he has heard from teachers. He noted the TTA will administer a teacher survey in the winter to determine areas of need. Board members requested the survey results be presented to the board in February 2018.

Discussion continued on the re-organization of study halls and the resources now made available to students during those times, target teams, behaviorists, and the re-designation of Assistant Principals to specific grade levels.

ASSESSMENT REPORT (00:33:30)

Christi Michaud, Mark Pedersen and Barry Chooljian presented the Spring 2017 Advanced Placement Score Report. Highlights of the presentation included comparison data from years 2014-2017, specific comparisons to 2016 and 2017 that reflected increases in the number of tests administered, increases in the number of student with qualifying scores, as well as four year trends, AP subjects and scores, the continual practices to be implemented to continue to upward trend in student scores. Noted was all students who take an AP course are required to take the exam, the exam is paid by the district, and AP professional learning community meetings are scheduled throughout the 2017-18 school year.

Discussion ensued on the uptick on scores, credit to academic teams and staff, reporting the scores in the context of state reporting, AP scores data published on the high school website, and improving AP math enrollment numbers. Curriculum and Assessment will discuss the use of the PSAT's to determine which 8th grade students might be capable of AP math courses when they begin high school.

SAU BUILDING LEASE (00:49:00)

Atty. Geoff Dowd presented a draft updated SAU building lease as the current lease which houses both Timberlane and SAU staff members expired June 2016. He provided a comprehensive review of the terms, building utilization, and comparable commercial properties to determine fair market value for square footage rental.

Discussion ensued on the length of the lease (one year to five years), composition of SAU Board members and the possible future discussion to modify the weighted voting provisions of the board, and the potential changes to the structure of SAU55.

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| MOTION: Mrs. Green motioned to approve the draft lease with the provision of a one year term only; seconded by Mrs. Sherman. |
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Discussion ensued on flexibility, the lapse of the current contract, and providing a one year notice to terminate the lease agreement.

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| MOTION: Mrs. Green motioned to amend the motion to remove section 8, the termination clause; seconded by Dr. Farah. |
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Discussion ensued on the benefits of revisiting the lease on an annual basis, and adding an auto-renewal provision.

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| VOTE: The motion to amend passed 5-4-0 (Mrs. Sherman, Dr. Farah, Mr. Bealo, and Mr. Guide opposed). |
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MOTION: Mr. Guide motioned to amend the newly amended motion by adding an auto-renewal clause with a 90-day notification provision for Timberlane; seconded by Mr. Bealo.

Discussion ensued on the logistics of the term renewal process.

VOTE: The motion to amend the newly amended motion passed 6-3-0 (Mrs. Dube, Dr. Farah, and Mrs. Green opposed).

VOTE: The motion as amended passed 8-1-0 (Mr. Bealo opposed).

The updated lease will be presented at the upcoming SAU Board meeting for consideration by the entire SAU Board.

CIP PROJECT SCHEDULE (01:20:29)

Mrs. Sherman and Atty. Dowd (CIP Committee Co-Chairs) presented the Capital Improvement Plan with specific updates to the plans text and 2018-19 project schedule. They provided an overview of the establishment of the committee, the composition of its membership, and its process that included the committee's review of each request with a long-range planning focus. The committee is looking for the board to accept the report and process document which will then be forwarded to the Budget Committee for consideration in the development of the 2018-19 budget.

MOTION: Mr. Bealo motioned to accept the CIP report as presented; seconded by Mr. Guide.

Discussion ensued on the board vetting the projects prior to forwarding to the Budget Committee, the Budget Committee vetting the projects, the implied recommendation of all the projects if forwarded to the Budget Committee, the time necessary to vet all 35 items on the list, the board's responsibility to weigh in on developing the budget, and the school board representative's responsibility to communicate information to the Budget Committee. Clarification was made that the motion to accept the report does not imply board approval for each of the projects on the list and that the board would conduct its own review of each of the items.

VOTE: The motion passed 8-1-0 (Mrs. Green opposed).

Board members were instructed to send their concerns about any of the projects on the list to Mrs. Sherman so that she (or the stakeholder) could be prepared to address them at the next meeting.

BUDGET DEVELOPMENT (01:55:16)

Chairman Boyle placed this item on the agenda to announce his personal goal in soliciting the Superintendent's support to prepare a budget for the Budget Committee that is 3% (\$2million) lower than last year's budget with limited affect to the academic achievement gained over the past few years. Additionally, he hopes to put together a program that will allow for much needed improvements to the facilities by way of a bond.

Discussion ensued on the expenditure report in board packets and its format, polling of board members in favor of cutting \$2million from the budget, contractual obligations, potential March 2019 bond warrant article, GMR availability in October, and receiving an updated financial report at the next board meeting.

ADMINISTRATOR'S REPORT (02:22:17)

Dr. Metzler reported on the Athletic Hall of Fame induction ceremony, emergency drills, the arrival of the German exchange students, TSSU and TTA monthly meetings, and the upcoming September 28th facilities tour starting at 6pm at Danville Elementary School.

Discussion ensued on school board notification of parent notifications.

PERSONNEL REPORT

None

COMMITTEE REPORTS (02:28:25)

Dr. Farah reported on the Strategic Planning Committee and presented an outline of the process, and the costs to have focus groups facilitated.

MOTION: Mr. Guide motioned to authorize \$16,000 towards the cost of the consultant and food for Strategic Planning; seconded by Mr. Ward.

Discussion ensued on the budget line to be used, soliciting teacher/staff participation, and the focus group session on determining the vision of the school district.

VOTE: The motion passed 8-1-0 (Mrs. Green opposed).

Mr. Guide reported the Budget Committee would like representation on the Strategic Planning Committee. This will be discussed at the next Strategic Planning Committee. Also noted was the tentative joint Budget Committee and School Board meeting on November 21st.

Mr. Ward reported on the Safety Committee’s meetings with principals, emergency drill exercises, and safety inspections.

Mr. Guide reported the Facilities Committee met and discussed completed projects, commendations to the custodial and maintenance staff, and the removal of unnecessary playground equipment.

Mrs. Sherman reported the CIP held its last meeting of the year in September; they will reconvene in March 2018. The next Wellness Committee meeting is scheduled for October 5th.

Chairman Boyle reported the Policy Committee was unsuccessful in meeting over the summer months; he recommends the committee meet prior to each School Board meeting.

MOTION: Mrs. Green motioned to hold Policy Committee meetings prior to each School Board meeting; seconded by Mr. Ward.

Discussion ensued on holding two meetings per month only until the committee catches up as determined by the committee membership.

VOTE: The motion passed 9-0-0.

Discussion ensued on the non-activity of the energy committee.

REPORTS OF THE SCHOOL BOARD (02:55:20)

Board member reported on school district associated events they attended.

APPROVAL OF MINUTES (03:00:32)

Board members reviewed the September 7, 2017 public meeting minutes.

MOTION: Mr. Guide motioned to approve the September 7th public meeting minutes; seconded by Mr. Ward. The motion passed 8-0-1 (Mrs. Dube abstained).

CORRESPONDENCE FOLDER

Board members were reminded to review the correspondence folder.

VENDOR AND PAYROLL REGISTERS

Board members were reminded to review and sign the registers.

OTHER BUSINESS

Items noted for possible future agenda item consideration: school board/superintendent communications.

The meeting adjourned at 10:33pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Catherine Belcher". The signature is written in a cursive, flowing style.

Catherine Belcher
Recording Secretary

Approved by the Board on October 5, 2017.